



Chandler ♦ Arizona  
Where Values Make The Difference

# Encroachment Permit Application - Online Plan Review Submittal Process

Go to: <https://chandleraz.gov/clics/>

Log in or register for an account:

The screenshot shows the Chandler Arizona website header with navigation links: JOBS, CONTACT, A-Z, NEWS, EXPLORE, RESIDENTS, BUSINESS, GOVERNMENT. Below the header is a search bar and a navigation menu with links: Home, Development Services, Planning, Public Works. The main content area is divided into two columns. The left column contains a 'Welcome' message and a 'What would you like to do today?' section with a link to 'Look up permit application (or plan review) status'. The right column contains a 'Login' form with fields for 'User Name or E-mail' and 'Password', and a 'Login' button. A red circle highlights the 'Look up permit application (or plan review) status' link in the left column.

Click on “Apply for a Permit/Plan Review:”

The screenshot shows the 'Development Services' section of the Chandler Arizona website. The 'Apply for a Permit/Plan Review' link is highlighted with a red circle. Other links in the section include 'Search Permit/Plan Review Status' and 'Schedule an Inspection'. The 'Planning' section includes 'Search Cases' and 'Schedule an Inspection'. The 'Public Works' section includes 'Search Applications'. The 'General Information' section includes 'Lookup Property Information'.

To ensure plans are accepted, applicants are highly encouraged to read the requirements for an electronic application.

## Online Application

Welcome to City's Online Permitting System. Using this system you can create a permit, schedule inspections, and track the status of your application, 24-hours a day, 7 days a week.

Please "Allow Pop-ups from This Site" before proceeding.

[Click here for Electronic Submittal Requirements](#)

### Building Permits

Use this option for the construction of buildings in the following areas:

- Fire resistance, life safety & means of egress
- Fire suppression system
- Structural system
- Barrier free accessibility
- Mechanical, plumbing, electrical systems
- Energy conservation

Mailing Address:  
Mail Stop 405  
PO Box 4008  
Chandler, Arizona 85244-4008

Development Services Department  
Telecommunications & Utility Franchise Division  
Telephone (480) 782-3000

Location:  
215 E Buffalo Street  
Chandler, AZ 85225

Next, please read the disclaimer and click “Continue Application:”

dancers, inflatable figures, and streamers. Click on the following link to view a summary of regulations. [Sign Submittal Requirements](#)

**General Disclaimer**  
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☐ I have read and accepted the above terms.

**Continue Application »**

Select Encroachment Permit then click “Continue Application:”

**Select a Record Type**

Choose one of the following available permit or plan review types. For assistance or to apply for a permit type not listed below please contact us at (480)782-3000. Please REGISTER FOR AN ACCOUNT prior to printing your permit. The Temporary Sign Permit must be displayed on dates listed on Permit. Failure to enter ALL dates INDIVIDUALLY invalidates the Permit.

**Search**

☐ Building Permit  
☐ Conditional Review  
☒ Encroachment Permit  
☐ Plat Review  
☐ Temporary Sign Permit

**Continue Application »**

Input the Project Name and Project Description information, then click “Continue Application:”

**Step 1: Application Info/Location > Application Information**

\* indicates a required field.

**Detail Information**

\* Project Name:

\* General Description:

Detailed Description:

**Continue Application »** **Save and resume later**

This next piece of information is critical for permits in the right-of-way that are not associated with a specific project location or address:




Apply for a Permit/Plan Review   Search Permits/Plan Review Status   Schedule an Inspection

Encroachment Permit

1 Application Info/Location   2 Applicant/Contact   3 Additional Information   4 Documents   5 \_\_\_\_\_

Step 1: Application Info/Location > Location

### Address

Street No.:    

Street Type:

City:

Zip:

Full Address Start

Full Address End

Start Cross Street

Unit No.:



**Save and resume later**




**Help**

Enter the Address where the project/permit/sign will be displayed. After you type in the Street Number and the Street Name, Click the Search Button at the end of the section and the rest of the address will auto-populate. Next Click Continue Application.

If you do not have an address enter 0 E PERMIT PL, Click Search. The Parcel Number section will auto-populate.

Less is better when it comes to this search screen as this search will only find official addresses already registered in the system. In this example only the Street Number and the first letter of the Street Name have been entered:

Address   indicates a required field.

Street No.:   Direction:   Street Name:  

Street Type:  Unit Type:  Unit No.:

City:  State:

Zip:

Full Address Start

Full Address End

Start Cross Street

End Cross Street

Address Type

**Search** **Clear** **Save and resume later**

## Result example:

### Address Search Result List

#### Addresses

Showing 1-4 of 4

	Address	City	State	Zip
<input type="radio"/>	1223 N WINDMILLS BL, ELECTR, Chandler AZ 85226	Chandler	AZ	85226
<input type="radio"/>	1223 N WINDMILLS, ELECTRIC METER, Chandler AZ 85226	Chandler	AZ	85226
<input type="radio"/>	1223 W WEATHERBY WY, SINGLE, Chandler AZ 85286	Chandler	AZ	85286
<input type="radio"/>	1223 W WISTERIA DR, SINGLE, Chandler AZ 85248	Chandler	AZ	85248

Select

Cancel

Selecting a location will automatically populate other fields:

### Address Search Result List

Showing 1-4 of 4

	Address	City	State	Zip
<input type="radio"/>	1223 N WINDMILLS BL, ELECTR, Chandler AZ 85226	Chandler	AZ	85226
<input type="radio"/>	1223 N WINDMILLS, ELECTRIC METER, Chandler AZ 85226	Chandler	AZ	85226
<input checked="" type="radio"/>	1223 W WEATHERBY WY, SINGLE, Chandler AZ 85286	Chandler	AZ	85286
<input type="radio"/>	1223 W WISTERIA DR, SINGLE, Chandler AZ 85248	Chandler	AZ	85248

#### Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 30376857	61		COMANCHE HEIGHTS

#### Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> ALKA & NEEL FAMILY REVOCABLE LIVING TRUST	440 S JAMES PL CHANDLER AZ 85248

Select

Cancel

Next scroll down and click “Continue Application:”

City: CHANDLER State: AZ Zip: 85248 Country: --Select--

Phone:

E-mail:

Search

Clear

Continue Application »

Save and resume later

**Input Applicant Information by selecting, “Select from Account” or create a new applicant by selecting “Add New.” Then click “Continue Application:”**

**Step 2: Applicant/Contacts > Applicant**

\* indicates a required field.

## Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Continue Application »

Save and resume later

**Select permit class type:**

### Encroachment Permit

1 Application Info/Location	2 Applicant/Conta...	3 Additional Information	4 Documents	5 Review	6	7
-----------------------------	----------------------	--------------------------	-------------	----------	---	---

**Step 3: Additional Information > Additional Information**

\* indicates a required field.

## Application Information

### GENERAL

\* Permit Class Type:

?

--Select--  
Class 4  
Class 5  
Class 6  
Class 7  
Class 8  
Class 8 - Backflow Only  
Small Wireless Facility

Expiration:

### PAVING FEE QUANTITIES

Pave Public ROW SY:

Pave Private Streets or Drives SY:

Pave Parking Areas SY:

**Class Type help can be found by clicking on the “?” to the left of the dropdown:**

## Application Information

### GENERAL

\* Permit Class Type:

Expiration:

### PAVING FEE QUANTITIES

Pave Public ROW SY:

?

Help

Permit Type Selections: \*Class 4 - telecommunication provider only \*Class 5 - fiber optic, interstate services and other communication facilities provider \*Class 6 - cable television \*Class 7 - non-City owned utilities (i.e. southwest gas, SRP, APS) \*Class 8 - all other projects

Next, enter ALL of the quantities for any and all work being performed in the right-of-way or in a utility easement. For a permit application to be considered complete, ALL quantities must be entered. Permits without quantities will not be accepted (please pay attention to the units, some are in feet and others are in yards). For example:

#### PAVING FEE QUANTITIES

Pave Public ROW SY:

Concrete Drive or Alley Entrance EA:

Concrete Curb and Gutter LF:

Concrete Sidewalk SQFT:

#### UTILITY FEE QUANTITIES

Utility Trenching in ROW or Easement LF:

Utility Boring - Local Street LF:

Utility Boring - Arterial or Collector LF:

Utility Pavement Cut SY:

Utility Service Drop EA:

Utility Street Light Pole EA:

Utility Vault EA:

Utility Pit SQFT:

For long bores where the number of bore pits is not yet known or relief pits are going to be needed City staff will estimate a 2' wide by 4' long bore/relief pit for every 500' of boring unless those pits are shown on the plans.

Please note that ALL QUANTITIES ARE REQUIRED for the City of Chandler to be able to account for all work within the right-of-way and utility easements. So, even if a company has a franchise agreement that covers the payment of fees through another avenue such as a percentage of gross revenues all quantities must still be included.

After ALL quantities are input, click "Continue Application".

Next, upload project plans and any additional documents as applicable. Additional documents might be Encroachment Permit Application Supplemental Forms, Photos of the site – to include at least 3 angles with a cone showing where equipment is going, Letters of Authorization, Utility Pole Attachment Clearances, Geotech Reports, Structural Calculation, Title Work, etcetera.:

**Step 4: Documents > Documents**

\* indicates a required field.

## Attachment

Please reference the electronic submittal requirements before adding documents.

Click Here:

[http://www.chandleraz.gov/content/Aca\\_CivilElectronicSubReq.pdf](http://www.chandleraz.gov/content/Aca_CivilElectronicSubReq.pdf)

The maximum file size allowed is 99 MB.

hml;htm;mh;mhml;tiff;pcx;exe;com;bat;plf;scr;dll;-f;gz;bz;tar;rar;jar;arc;zoo;sh;swf;vbs;vbe;vbs;chm;hlp;inf;isp;tnic;msc;msi;msp;reg;shb;shs;wsc;wsf;wsh;cab;xml;dotm;odb;odf;odg;odm;odp;ods;c

Name	Type	Description	Document Status	Action	Latest Update	Size
No records found.						

Add

Continue Application »

Save and resume later

Please note that only the work shown on the plan set is what is being permitted. For example, if the project includes an underground conduit portion and an aerial cable portion and that aerial portion is not included on the project plan set then that scope of work has not been permitted and the permittee could be subject to penalty fees or possibly permit revocations for performing work without a permit.

After all documents are uploaded, click “Continue Application.”

Next, review the application, then please read and acknowledge the authorized agent, click “Continue Application.” Otherwise, please contact the authorized agent and have them submit the permit application:

I certify that I am an authorized agent or owner of the subject property; that I have read and understand the instructions that accompany this application; that statements made as part of this application are true, complete and correct to the best of my knowledge; and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.

Date:

Continue Application »

Save and resume later

Finally applicants should receive confirmation that a permit application was received and a record number was issued. The record number will be on the bottom of the page in blue and is a link to be able to follow the status of the permit as it makes its way through the review process:

***Step 3: Receipt/Record issuance***

Submitted



Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

0 E PERMIT PL, PERMIT, Chandler AZ 85225

---

EPM18-0962

For any questions, please contact the Development Services Department or the Telecommunications & Utility Franchise Division at the number listed below.

Other documents related to right-of-way and utility work can be found on the [Development Services web page](#):

<https://www.chandleraz.gov/government/departments/development-services>